

25X1A

PERSONNEL
3 June 1953**PERSONNEL POLICY****CONTENTS**

	Page
GENERAL	1
POLICY	1
THE PERSONNEL PROGRAM	2

1. GENERAL

This Regulation states the personnel policy of the Central Intelligence Agency within the authority granted the Director in the National Security Act of 1947 and the Central Intelligence Agency Act of 1949. This Regulation defines the intent of the Agency toward the groups of personnel who work in fundamentally different relationships with the Agency and outlines the basic objectives of the Agency's personnel program.

2. POLICY

The effectiveness of the Central Intelligence Agency is entirely dependent upon the productive efforts of its personnel. The Agency utilizes the services of individuals under a wide variety of circumstances which determine their fundamental relationships with the Agency. The primary categories of personnel listed below reflect these differences and define the intent of the Agency toward personnel in each category. These categories and statements of basic policy objectives serve as the framework for more detailed personnel policy and procedures.

a. EMPLOYEES

Two primary groups of individuals serve in an employee relationship with the Agency: those who are appointed for career service and those whose services are acquired for limited periods to meet temporary needs.

(1) Career Employees

The primary asset of the Central Intelligence Agency is its permanent staff of career employees who are appointed for long-term service in planning, supervising, conducting, and supporting Agency activities. The size of this Career Staff will be determined by the long-range needs of the Agency rather than by its more variable temporary requirements. In order to maintain a competent Career Staff, the Agency will select, develop and effectively utilize qualified individuals who are suitable for career service; motivate them toward rendering maximum service to the Agency; and eliminate, in an equitable manner, those career employees who fail to perform as effective members of the Career Staff. The Career Staff includes all career employees of the Agency whether on duty in headquarters or in the field.

(2) Temporary Employees

The Central Intelligence Agency will employ qualified temporary personnel to meet short-range needs which cannot be met through the use of available members of the Career Staff. These temporary personnel will be employed by contracts or by appointments which define specified periods of employment. Temporary employees will be provided working conditions and relationships which promote their day-to-day efficiency. They will receive the rights, privileges, and benefits to which they are entitled by the nature of their employment by the Federal Government. Agency policies and practices concerning career planning, rotation and other procedures designed to increase the long-term value of Career Staff members are not applicable to temporary employees. Temporary employees will ordinarily be retained for the periods specified in their employment agreements unless they do not contribute effectively or their services become unnecessary.

DOC	26	REV DATE	22-6-81	BY	016199
ORIG COMP		OPI	32	TYPE	01
ORIG CLASS		PAVES		REV CLASS	5
JUST	22	NEXT REV	2011	AUTH	HR 70-2

PERSONNEL
3 June 1953

25X1A

b. DETAILED PERSONNEL

Two primary groups of personnel are detailed to the Agency from other Federal establishments: those subject to the legal and administrative controls which are applicable to civilian personnel and those who are subject to the legal and administrative controls which are applicable to members of the Armed Forces.

(1) Detailed Civilian Personnel

The Central Intelligence Agency will arrange with other Federal establishments for the detail of civilian employees who possess specialized skills and knowledge which are required for Agency activities but which are not available within the Career Staff. Primary interest in the careers of these individuals rests with their parent organizations and the Agency will assign them, insofar as possible, to duties which will further their long-term career development in their parent organizations. Detailed civilian personnel will receive the rights and benefits to which they are entitled in their parent organizations. They will be detailed to the Agency for periods specified by agreement with their parent organizations.

(2) Detailed Military Personnel

The Central Intelligence Agency will arrange the detail of military personnel in order to derive the advantages which presence in the Agency of individuals with military backgrounds and associations gives to it, and when the Agency requires individuals with military status or requires military skills which cannot be obtained from available civilian resources. Military personnel will be assigned duties which make maximum use of their capabilities and which are, insofar as possible, at levels commensurate with their military grades. Primary interest in the careers of these individuals rests with their parent services and the Agency will assign them, insofar as possible, to duties which will further their long-term career development in their parent services. During their detail to the Agency, military personnel will continue to receive the rights and benefits to which they are entitled in their parent services. Military personnel will be detailed to the Agency for periods specified by agreement with their parent services.

c. ASSOCIATES

The Central Intelligence Agency will supplement the activities of its Career Staff by contracting with individuals to perform services as independent contractors. The Agency's relationships with these individuals are established in their contractual agreements and involve a lesser degree of control and supervision than is normally inherent in an employment relationship. These associates do not become employees of the Agency. They will receive only the benefits and compensation which, through negotiation, have been found necessary to obtain their services and which are specified in their contractual agreements. The services of associates will be retained only for the periods specified in their contracts.

3. THE PERSONNEL PROGRAM**a. OBJECTIVES**

In order to implement its policies with respect to personnel in each of the primary categories, the Agency will conduct programs to accomplish the following objectives:

- (1) Determining the quantitative and qualitative requirements for personnel of each category by continuous analysis of the work activities necessary to accomplish its mission.
- (2) Evaluating the effectiveness and capabilities of personnel throughout their association with the Agency.

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25X1A

25X1A

PERSONNEL
15 November 1954

- (3) Assigning personnel to duties and responsibilities which enable them to contribute to a maximum and increase their value to the Agency.
- (4) Providing insofar as possible working conditions, relationships, and benefits which promote day-to-day efficiency and stimulate personal identification with the Agency's objectives.
- (5) Recruiting additional personnel in each category as necessary to meet established requirements.
- (6) Separating those individuals who do not perform effectively or whose services are no longer required.

b. RESPONSIBILITIES

- (1) The heads of Agency components are responsible for taking action to implement the objectives of the personnel program in a manner consistent with law and Agency policy.
- (2) The Assistant Director for Personnel is responsible for assisting components in the development and implementation of personnel programs to accomplish these objectives and for monitoring personnel activities throughout the Agency.

4. AGENCY RELATIONS WITH STAFF PERSONNEL**a. GENERAL**

The Assistant Director for Personnel shall be responsible for the development of personnel relations policy in respect to all Agency relations with and among all staff personnel, and for Agency-wide review and guidance in respect thereto. In particular, these responsibilities shall embrace such relations on the part of the Office of Training, the Medical Office, and the Security Office with Agency staff personnel.

b. RESPONSIBILITIES

- (1) Subject only to those medical and security recommendations set forth below, the Assistant Director for Personnel has overall Agency responsibility for determination as to the suitability of applicants for staff positions and staff personnel, as well as for the morale effect of internal organizational relations with such personnel.
- (2) The Chief, Medical Staff is responsible for providing professional medical and psychiatric services pertinent to determinations as to physical and emotional suitability, and therapeutic determinations, as well as for providing the Assistant Director for Personnel with recommendations when appropriate and where indicated. Technical professional determinations by the Chief, Medical Staff may not be overridden without the express approval of the Director of Central Intelligence.
- (3) The Director of Security is responsible for including in reports of security investigations information pertinent to the suitability of the individual being investigated, and for providing recommendations to the Assistant Director for Personnel, based upon the results of such investigations. Technical determinations of the Director of Security may not be overridden without the express approval of the Director of Central Intelligence.
- (4) The Director of Training is responsible for conducting the Agency psychological testing programs, and for providing psychological evaluations exclusive of those contained within the medical program. Based upon the results of such services, he shall be responsible for furnishing recommendations as to suitability to the Assistant Director for Personnel. All employee psychological services, except for those contained within a psychi-

SECRET

CHANGE 1

25X1A

25X1A

PERSONNEL
15 November 1954

atric or medical program, shall be given technical guidance and monitor-
ship by the Director of Training, and at headquarters shall be administered
by him.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Administration)

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SECRET

NOTICE

Destroy page 3 of [REDACTED] dated 3 June 1953,
and insert in lieu thereof the attached page 3,
CHANGE 1 dated 15 November 1954. This change
was occasioned by the addition of paragraph 4
which is printed in boldface type.

25X1A

Change made

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Security Information

PERSONNEL
3 June 1953

25X1A

25X1A

- (3) Assigning personnel to duties and responsibilities which enable them to contribute to a maximum and increase their value to the Agency.
- (4) Providing insofar as possible working conditions, relationships, and benefits which promote day-to-day efficiency and stimulate personal identification with the Agency's objectives.
- (5) Recruiting additional personnel in each category as necessary to meet established requirements.
- (6) Separating those individuals who do not perform effectively or whose services are no longer required.

b. RESPONSIBILITIES

- (1) The heads of Agency components are responsible for taking action to implement the objectives of the personnel program in a manner consistent with law and Agency policy.
- (2) The Assistant Director (Personnel) is responsible for assisting components in the development and implementation of personnel programs to accomplish these objectives and for monitoring personnel activities throughout the Agency.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF
Deputy Director
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